



Meeting Minutes

Zoning Code

Citizen Advisory Group Meeting

5:00 p.m. – Wednesday, July 1, 2009

Staff Conference Room, 211 W. Aspen Ave. Flagstaff, AZ

1. **Welcome and Introductions**

In attendance

Steve Nelson, Chairperson, Trees and Resources
Wes Lockwood, Chairperson, Outdoor Lighting
Daniel Paduchowski, Chairperson, Design Guidelines
Aude Stang, Vice Chairperson, Design Guidelines
Phil Scandura, Vice Chairperson, Signage
Phil Keesee, Chairperson, Signage
Kent Hotsenpiller, Vice Chairperson, Process & Procedures
Co-chairperson, Trees & Resources
Kim Tittelbaugh, Chairperson, Neighborhood Planning
Garrick Brooks, Chairperson, Downtown
Brad Dixon, Chairperson, Housing
Kara Kelty, Chairperson, Process & Procedures
Gerry Craig, Vice Chair, Outdoor Lighting
Brian Furuya, Chairperson, Economic Development (Excused)
Roger E. Eastman, Zoning Code Administrator
Ed Larsen, Chairperson, Building/Fire Code
Eric Souders, Vice Chairperson, Economic Development
Kathi Clark, Vice Chairperson, Downtown and Housing

2. **Recap of Citizen Advisory Group's purpose**

The group agreed that all zoning code CAG meetings should be no more than 1.5 hours in length.

3. **Approval of minutes: June 24, 2009**

Approval was moved by Gary Nelson and seconded by Ed Larsen; carried unanimously.

4. **Public Comments:**

No members of the public were in attendance at the meeting.

5. **Update from City staff on the Citizen Advisory Group and the Focus Groups**

- Focus Groups are doing really well – members are enthusiastic and making an important contribution to the process of updating the zoning code
- Review of the new format for arranging the items for discussion by each Focus Group – so far it is working really well and will be used for all Focus Groups.

- Chairs and Vice Chairs were invited to encourage members of their Focus Groups to keep up attendance as attendance in some groups is falling off.

6. General discussion/report from each Focus Group chair or vice-chair on the issues from their Focus Group that overlap with other Focus Groups.

With the consent of the group, the Chair requested that agenda items #6 and #7 should be combined. This was unanimously supported.

7. Discussion on the challenges facing the Focus Groups as recorded in the June 24th Citizen Advisory Group meeting

At the encouragement of the chair, the group was invited to share their thoughts on "overlapping themes" between Focus Groups (recorded by Kent H.), and "challenges" (recorded by Kara K.)

Overlapping Themes:

- a. Develop different design guidelines applicable to affordable housing
 - Expand on what is already in the design guidelines by for example retooling the flexible measures to encourage more housing affordability
- b. It is important to coordinate neighborhood planning with the design guidelines
 - Level 1 Neighborhood Planning
 - Form-based code
- c. Design guidelines overlap with Downtown
 - This should be resolved if a form-based code is applied in this area
- d. Update the design guidelines to reflect more building forms
 - Especially applicable to mixed-use and commercial building types, e.g. live work units and the promotion of cottage industries
- e. Housing and the design guidelines
 - Update the Planned Options
 - Include a greater variety of building types and materials (more affordable yet meet the intent of the design guidelines for Flagstaff character)
- f. Design guidelines and Downtown height issues
- g. Neighborhood Planning and Housing
 - Owner occupied versus rentals and the impact on the character of the neighborhood
- h. Dark skies is an important Flagstaff resource
 - Acknowledged as such by the Lighting Focus Group and will be incorporated into their recommendations

- i. Signage – need to deal with new technologies for lighting of signs
 - Overlap with the Lighting Focus Group
 - How should we deal with the new High Definition “TV-like” signs common in other cities? Flashing moving images a concern.
 - Deal with the “effect” and not the new technology itself.
 - Signs are not always proactively included by an architect in the design of buildings – mostly they don’t think about them because of where they are in the code. Reinforces the need for “pointers”.
- j. Coordination between professions is important
 - Enhances the City’s ability to complete a more timely review
- k. Economic viability of a project
 - It is essential to assess the impact of the new zoning code on projects
 - Staff to work with developers agents to test the new code before adoption

Challenges:

- a. Need for pointers in the new zoning code to ensure that the design guidelines are truly integrated into the code, and are not somewhat marginalized as they appear to be now. Consensus that the regulations in the remaining sections of the LDC dominate the design process.
 - Use pointers to reference to and from the design guidelines from other sections of the zoning code
 - Code will be reformatted and restructured which will make it much easier to use
 - Design guidelines content – needs more weight and refinement
- b. Need for mandatory pre-application meeting for new development submittals to talk about the need and importance of the design guidelines.
 - Should be at least one per applicant’s agent i.e. if a local architect or engineer has attend at least one pre-application meeting, may not be required to attend additional meetings.
- c. City must provide significant resources (staff, money, training) to implement the new zoning code
 - Training on the new code is essential – should be combined training with the staff and citizens (foster a better “team” feeling), not separate sessions
- d. Relationship of the design guidelines to established view corridors in the Regional Plan
 - Regulations for communication towers and accessory wind energy systems are already based on the view corridors

- Consider how the design guidelines should be applied in the city based on a project's location relative to an identified view corridor – especially in industrial zones.
- e. Competing community values – how can they be balanced and prioritized?
 - Consider developing a priority system for natural resources
 - Make the placement and allowance of alternative energy systems a high value in the new zoning code – this is not a high value in the current LDC
 - Steve Nelson provided a hand-out with definitions for “resource”, “environment” and “natural” (See attached).
- f. The flexible measures in the existing design guidelines are not effective enough and do not offer enough of an incentive
 - Suggestion that they be adjusted up from 5% and redefined
 - Clarify if the 5% cap is a total or a portion of the whole?
- g. What is the impact of higher density (e.g. TND) on resources? Think about this issue holistically at the level of the entire site (i.e. allow clearing in higher Transect zones and require preservation in lower Transect Zones).
 - Also consider dealing with this issue at the level of the community/City as a whole – i.e. allow some sites/properties to be cleared more than others. An example would be industrial uses where tree preservation is less important than in a commercial or residential area.
 - This should also be discussed by the Regional Plan CAC as a policy issue.
 - Background: Under the current LDC, the number of trees determines the amount of development allowed on a property. It can be unfair to property owners – an unanticipated result of performance based zoning. For this reason the flexible measures and planned options were adopted to provide more flexibility
- h. There is a disconnect between the Regional Plan (visionary document) and the LDC (practical implementation document) in that the LDC does not fully provide the tools needed to implement the LDC.
 - New code must implement the vision of the Regional Plan.
- i. Find a way to document the history of the zoning code and in particular the provisions within the new zoning code. This would allow a lay reader or someone new to the community to understand the philosophy and intent behind a regulation – documentation of oral history of the code.
 - Develop an “interpretive manual” for the new zoning code, similar to the interpretive manuals adopted with the IBC
 - An introductory narrative at the beginning of the new zoning code may also suffice to achieve this at a broader level.

8. **Next meeting**

Wednesday, July 15 at 5:00 p.m.

9. **Adjournment**

The meeting adjourned at 6:35 p.m.

Minutes recorded and compiled by:

Roger E. Eastman, AICP, Zoning Code Administrator